

PUBLIC EMPLOYEES' RETIREMENT SYSTEM
PERS-HRD-88 (Rev. 7/89)

Title of Position

Assistant Division Chief
Investment Accounting Section

POSITION DUTY STATEMENT

Division and/or Subdivision

Fiscal Services Division

INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

Location of Headquarters

Sacramento

Class Title of Position

Accounting Administrator III

Position Number

275-210-4545-002

Effective Date

February 17, 2009

REQ# 6597

REFERENCE JOB # 6597/JS ON THE APPLICATION

Percent
of
Time
Required

Effective on the date indicated, under the administrative direction of the Division Chief of the Fiscal Services Division, manages the Investment Section. The employee assigned to the position identified above performs the following duties and responsibilities:

45%

Plans, organizes and directs the work of supervisors responsible for the daily accounting operations of the Real Estate, Special Investment Programs and Processes, Portfolio Accounting and Systems Integration Units to meet departmental objectives. Monitor work progress through performance measurements and schedules for complex programs such as the Public Employees' Retirement Fund (PERF). Develop and evaluate accounting policies and procedures that assure accuracy, timeliness, quality, and completeness of the accounting work.

Leads and directs Fiscal Services Division and CalPERS staff to develop accounting policies, systems and standards. Works closely with management in other CalPERS divisions to assure adequate controls and procedures for recording financial transactions are in place and understood. Provide Executive Management with advice on accounting matters during the development of the department policies and programs. Works with national government standards and policy setting organization to learn new accounting requirements applicable to CalPERS and provides recommendations for establishing standards and policies. Implements the accounting components of the CalPERS annual business plan. Conducts written and oral presentations to the Board, Executive Management, and organizations interested in CalPERS Accounting.

35%

Manages the workforce within the Real Estate and Special Investment Programs and Processes and Portfolio Accounting and Systems Integration Units by conducting effective recruitment practices, actively obtaining the resources necessary to match the workload, timely evaluate the performance of each supervisor and employ recognition practices that encourage positive performance. Assures staff is adequately trained to perform their job, procedures for jobs are documented and current, and staff is classified at the appropriate level to perform the work.

The Accounting Administrator III, through two Accounting Administrator II positions, ensures:

- The establishment and maintenance of the investment accounts, general ledger records;
- The analysis of the necessary data throughout the year for the preparation of the annual financial reports and schedules for the various investment categories (mortgages, bonds, equities & real estate);
- The supervising and training of professional staff involved in maintaining the investment accounting records;

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- Analyzing investment accounting practices as they relate to generally accepted accounting principles, including recommended and implementing proper accounting treatment for new types of investments.

20%

Continually evaluating the procedures of the EDP systems of the external managers/agents performing subsidiary accounting services for the investment program assuring that the accounting information supplied by external managers/agents is correctly incorporated into the retirement program's overall accounting reports. The AAIII, through the AAll positions participates with the investment office, custodial banks, and ITSD on assessing the impact to accounting and reporting activities regarding potential changes to the program. Through oversight of supervisory staff, the incumbent monitors the legislation and changes to the accounting standards related to pension trust fund reporting.